

FACT SHEET
Operator Reimbursement Program
November 1, 2007

1. The Operator Reimbursement Program began on July 1, 2002 and will end on June 30, 2010; however, reimbursement forms **MUST** be received at the DEQ-Helena office by **May 31, 2010**.
2. Operators must work for systems that serve 3,300 people or less.
3. The systems must be Community or Non-Transient Non-Community Public Water Supply systems.
4. Expenses for wastewater certification are not eligible.
5. Operators or system owners must initially pay for all expenses discussed below, and then request reimbursement using forms provided by the Department.
6. The operator's employment must be verified by their employer or the owner of the system.
7. **Yearly operator renewal fees and operator training costs** for approved continuing education credits (CEC's) acquired in Montana that are required every two years are eligible. These include the cost of the course, study materials required for the course, and travel (see #9 below).
 - a. Renewal fees for State Fiscal Years 2007, 2008, and 2009 will be eligible for reimbursement. You will receive a statement for these fees in April or May.
 - b. Operators must be fully certified or grandfathered operators to receive reimbursement for continuing education credits.
 - c. Expenses for 3 or fewer operators for each system qualify for reimbursement per state fiscal year.
 - d. Operators must meet required training for the two-year CEC renewal requirements. Operators-in-training are not required to acquire CEC's.
8. **Application and exam fees and pre-exam training** for applicants are eligible for reimbursement. These include the cost of the course, study materials required for the course, and travel (see #9 below).
 - a. Applicants must have an active application with the DEQ certification office to receive pre-exam training.
 - b. Only one application and one exam fee will be reimbursed per system per State fiscal year for systems with less than three operators.
 - c. Reimbursement for only one pre-exam training session per applicant is paid.
9. **Mileage to and from class** is eligible at current Federal rates. Per Diem for lodging and meals is eligible at State rates for unpaid operators only (operators that do not receive a salary/payment for their services). Owners of a facility do not qualify as unpaid.
 - a. Transportation is currently \$.485 per mile to and from the destination.
 - b. Meals are eligible if an operator travels longer than 3 continuous hours in each time range shown below and a distance greater than 15 miles from home.

i. Morning 12:01AM to 10:00 AM	\$ 5.00
ii. Midday 10:01 AM to 3:00 PM	\$ 6.00
iii. Evening 3:01 PM to 12:00 Midnight	\$12.00
 - c. Maximum allowable reimbursement for lodging is \$70.00 plus bed tax (other rates will apply based on state rates for high-cost Montana cities). The single room rate must be included on the receipt
 - d. Maximum allowable reimbursement for lodging without a receipt is \$12.00.
10. Please contact Channah Wells at 444-3071 or Jenny Chambers at 444-2691 for copies of reimbursement forms and if you should have questions.